

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Opening Date: October 19, 2015

Closing Date: October 23, 2015

CASUAL/SEASONAL POSITION - Administrative Assistant
Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas)
Sussex County

An Administrative Assistant is needed to provide clerical/administrative support to Deputy Attorneys General prosecuting crimes in the Criminal Division, Misdemeanor Trial Unit (Court of Common Pleas), in Sussex County. In addition to general administrative support, duties are to include setting up files, running criminal record checks, typing various information; requesting reports, answering discovery, managing calendars, filing documents and preparing subpoena lists. This position will also be part of the rotation schedule as back up coverage to the main Receptionist in the event of an absence.

Minimum Qualifications:

Must be proficient in Microsoft Word. Must be detail oriented and well-organized with the ability to pay attention to detail while working in a fast-paced environment. Must possess excellent spelling, grammar and proofreading skills; excellent written and verbal communication skills. Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys. Must be able to answer telephones and take accurate messages.

Knowledge of DELJIS, LEISS and Enforcer is helpful but is not required. Training will be provided for those systems.

If you are interested in applying for this Casual/Seasonal Administrative Assistant position in Sussex County, please submit your Resume and State Application to the Delaware Department of Justice, Human Resources, 6th floor, 820 N. French Street, Wilmington, DE 19801 or E-mail to DOJHR@state.de.us or Fax directly to: 302-577-5866. EOE.